



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency



**PUBLIC NOTICE OF GENERAL REQUIREMENTS FOR CONGREGATE
CARE HUMAN SERVICES FOR
CHILD AND FAMILY SERVICES AGENCY
REQUEST FOR QUALIFICATIONS**

April 20, 2009

Dear Prospective Human Care Service Provider:

PUBLIC NOTICE OF REQUEST FOR HUMAN CARE SERVICE PROVIDERS QUALIFICATIONS: The Director of the Child and Family Services Agency (“CFSA”) has determined that the human care procurement method is appropriate to contract for classes of human care services required by CFSA for which the quantity, rate of utilization, delivery areas, or specific beneficiaries of the services cannot be accurately estimated at the outset of the procurement process. This is a Public Notice of General Requirements for Congregate Care Human Services for the Child and Family Services Agency (“Public Notice”), and the issuance of a Request of Qualifications inviting interested service providers to respond in writing with their statement of qualifications to perform the required classes of human care services as set forth in this Public Notice and in Section VI, Service Data and Information, Form Number DC-CFSA CPA FORM 1900, captioned “**Government of the District of Columbia Child and Family Services Agency HUMAN CARE AGREEMENT CONTRACTOR QUALIFICATIONS RECORD**” (“CQR”). The CQR is available for downloading on the CFSA web site at www.cfsa.dc.gov or for pickup at the Contracts and Procurement Administration (“CPA”), 955 L’Enfant Plaza, SW, North Building, Suite 5200, Washington, DC 20024.

CFSA GENERAL SERVICE CATEGORY REQUIREMENTS FOR CONGREGATE CARE HUMAN SERVICES: The following outlines the two overarching types of care (Group Home and Independent Living Programs) and their subcategories of specific service types. All Group Home Care subcategories require licensure in accordance with 29 DCMR Chapter 62 requirements; and all independent living program service types require licensure in accordance with 29 DCMR Chapter 63.

1. Group Home Care
 - A. Diagnostic Assessment (12 and Younger; 13 and Older)
 - B. Teen Bridge Program
 - C. Therapeutic Group Home Care
 - D. Traditional Group Home Care
2. Independent Living Programs
 - A. Independent Living Main Facility Program

B. Independent Living Residential Units

C. Teen Parent Program

CFSA may issue subsequent Public Notices of Requests for Qualifications for additional human care service categories set forth in Section VI of the Contractor Qualifications Record.

SUBMISSION TO CFSA OF THE CQR: The service provider must complete the CQR and attach the required supporting documentation in order for CFSA consider the service provider for award of a Human Care Agreement. The supporting documentation must provide CFSA with sufficient information to determine the service provider's professional and financial responsibilities for delivery of the required human care services. CFSA will continue to accept from service providers the CQR at any time after the date of issue of this Public Notice. Henceforth, CFSA will accept the CQR on an ongoing basis through April of 2010, and the Contracting Officer will analyze CQR on a quarterly basis, or on an as needed basis, to satisfy the human care service requirements of CFSA. CFSA will maintain the CQR for a period of three years.

Service providers should mail or deliver the completed CQR to the Contracts and Procurement Administration, 955 L'Enfant Plaza, S.W., North Building, Suite 5200, Washington, DC 20024; telephone number (202) 724-5300, fax number (202) 727-5883. Service providers should submit to CFSA an original and three (3) copies of the CQR in a sealed envelope, conspicuously marked "Contractor Qualifications Record". CFSA will not accept faxed copies. Submission must be received no later than 12:00 Noon on May 19, 2009.

EVALUATION OF CONTRACTOR QUALIFICATIONS RECORD: Upon receipt of the CQR the Contracting Officer shall certify the financial and professional responsibility of the service provider and make a written determination that the service provider is qualified in the service categories designated by the service provider in the CQR, based on the criteria in 27 DCMR §1905.6 and the information provided by the service provider on the CQR and any attached documentation.

AWARD OF HUMAN SERVICES AGREEMENTS: If CFSA requires human care services in a particular service category, CFSA may initiate negotiations for Human Care Agreements by submitting to service providers qualified in the particular service category a detailed scope of work. The qualified service providers may participate in negotiations by submitting to CFSA a business proposal and price schedule that responds to the detailed scope of work in the specific service category. After satisfactory negotiations, the Contracting Officer may award one or more Human Care Agreements to one or more qualified service providers to satisfy all or part of CFSA's anticipated requirements based on the Contracting Officer's determination that the contract is in the best interest of the District, considering the service provider's qualifications, its capability of providing the service, and a judgment that the price is reasonable.

BRIEFING: CFSA intends to conduct a briefing on Monday, May 4, 2009, 10:00 AM at 490 L'Enfant Plaza, SW, Suite 3207, Washington, DC 20024.

CONTACT: Should you have any questions, please contact Jacque McDonald at (202) 724-7517.